

## HOW-TO ORDER PATIENT LABS IN COPIA GUIDE

Web Site: <https://orders.genetworx.com>

Log into Copia using your unique username and password.



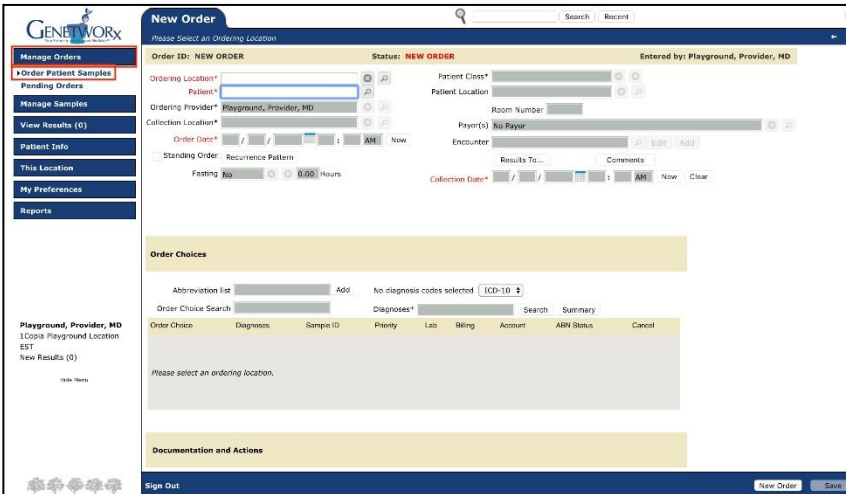
The login screen features the GENETWORX logo and the tagline "Your Partner in Personalized Medicine™". Below the logo, it says "Orchard® Copia® © 2018 Orchard Software Corporation". At the top, there are input fields for "User Name" (containing "playground1") and "Password" (masked with asterisks). A "Sign In" button and a help icon (?) are located to the right of the password field.

### PART I // EXISTING & INITIAL PATIENT NEW ORDER

On the far-left hand toolbar

Click: Manage Samples

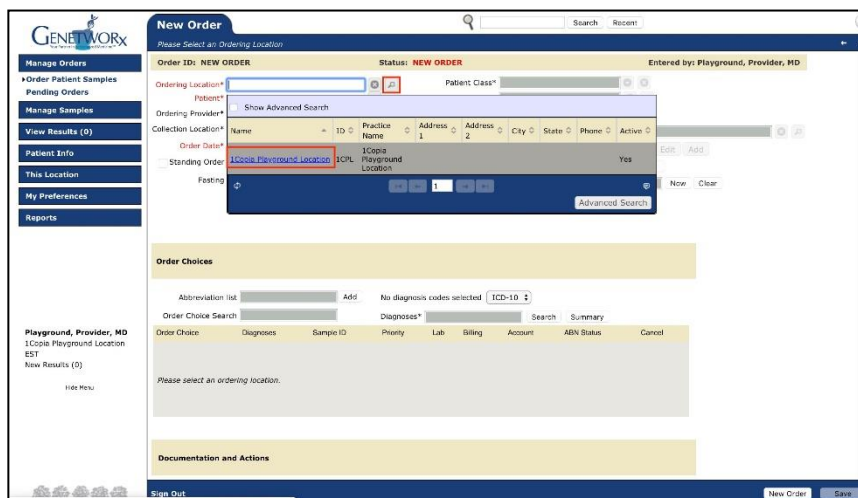
Click: Order Patient Samples




The "New Order" form is displayed within the GENETWORX interface. On the left is a sidebar with navigation links: "Manage Orders", "Order Patient Samples" (highlighted), "Pending Orders", "Manage Samples", "View Results (0)", "Patient Info", "This Location", "My Preferences", and "Reports". The main area is titled "New Order" and includes a search bar and a "Recent" link. The form contains several sections:
 

- Order Information:** Includes fields for "Order ID: NEW ORDER", "Status: NEW ORDER", "Entered by: Playground, Provider, MD", "Ordering Location\*", "Patient\*", "Ordering Provider\*", "Collection Location\*", "Order Date\*", "Fasting" (set to "No"), "Recurrence Pattern", and "Collection Date\*".
- Patient Information:** Includes fields for "Patient Class\*", "Patient Location\*", "Room Number", "Payer(s)" (set to "No Payer"), and "Encounter".
- Order Choices:** Includes an "Abbreviation List" with an "Add" button, "Order Choice Search", "Diagnoses\*", and a table with columns: "Order Choice", "Diagnosis", "Sample ID", "Priority", "Lab", "Billing", "Account", "ABN Status", and "Cancel".
- Documentation and Actions:** Includes a "Sign Out" button and "New Order" and "Save" buttons at the bottom right.

Click the looking glass and select your ordering location in the dropdown.



This will auto populate the collection location to the same location as your ordering location.

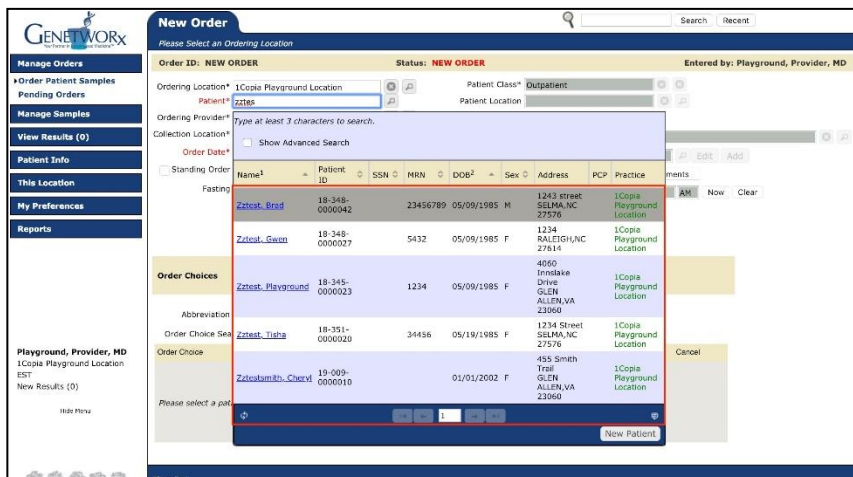


Enter the patient name in the patient field (last name, first name).

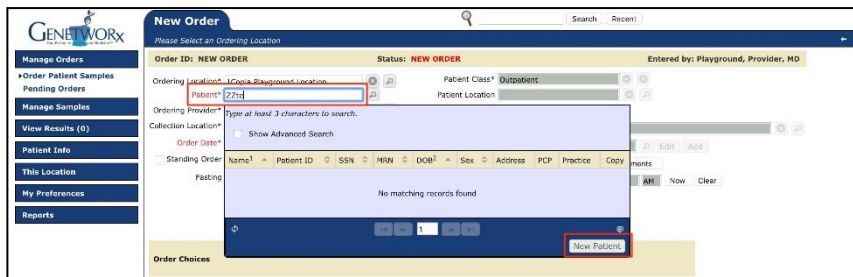
- Upon typing the first three (3) characters of the last name the system will begin to look for a matching existing patient.

If the patient already exists in the system:

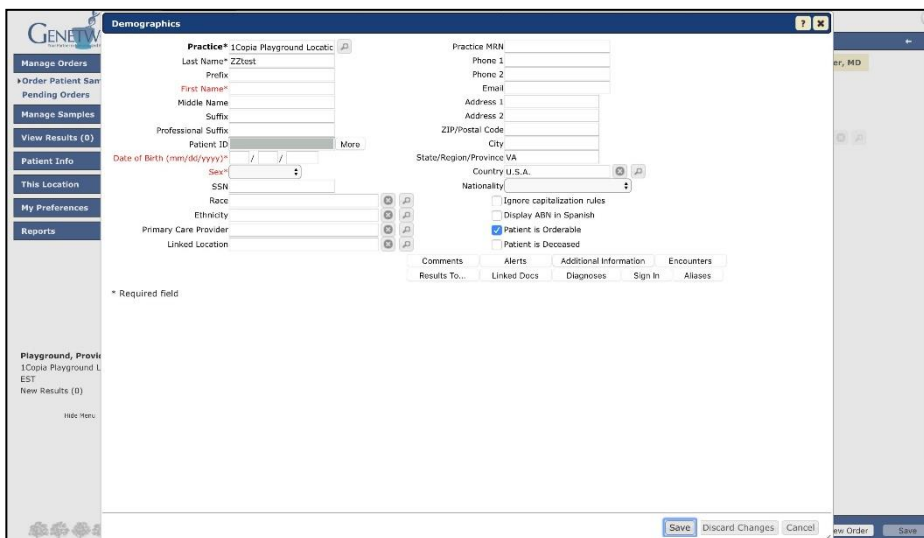
Click on the patient's name and skip to Part II.



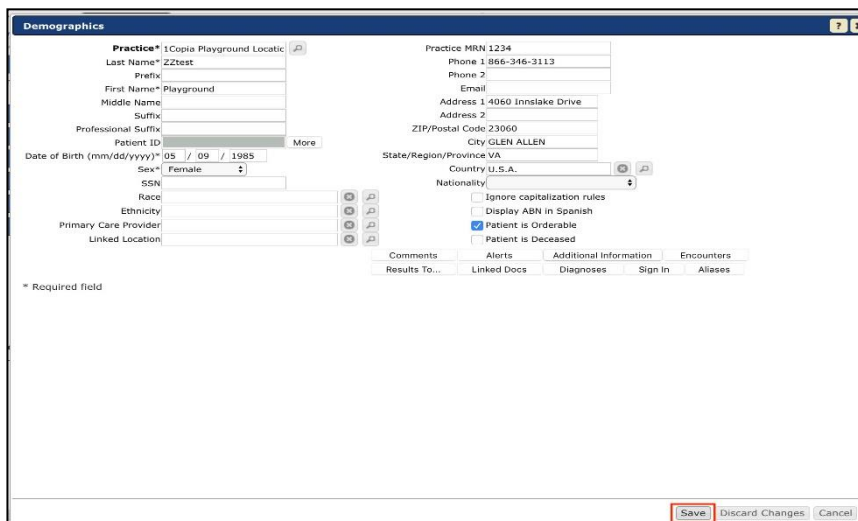
If the patient does not exist:  
Click “New Patient”



The Demographics page will pop-up. All components in red are required.



Enter in the patient demographic information completely. Click “Save”



## PART II // ENTERING ORDER CHOICES

Enter the Ordering Provider

Enter the Order Date by clicking the “now” button. Enter the collection date and time.

Enter the fasting status, if fasting.

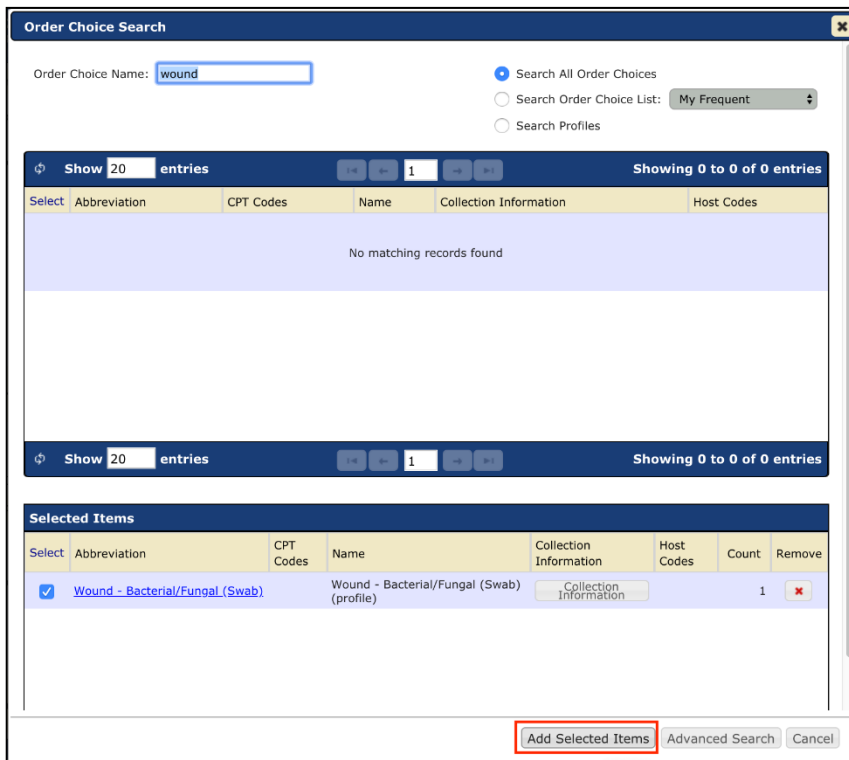
Under the Order Choices section

Enter in the order choice or custom profile name.

This will bring up the order choice catalog search screen.

Click on the correct order choice or profile.

Continue to search the catalog for all the order choices needed.  
Selected order choices will appear in the “Selected Items” screen below the search.  
You can remove any items by clicking the red X next to the order choice if needed.  
Click “Add Selected Items” when all order choices are selected.



**Order Choice Search**

Order Choice Name:  Search All Order Choices  
☐ Search Order Choice List: My Frequent  
☐ Search Profiles

Show 20 entries Showing 0 to 0 of 0 entries

Select	Abbreviation	CPT Codes	Name	Collection Information	Host Codes
No matching records found					

Show 20 entries Showing 0 to 0 of 0 entries

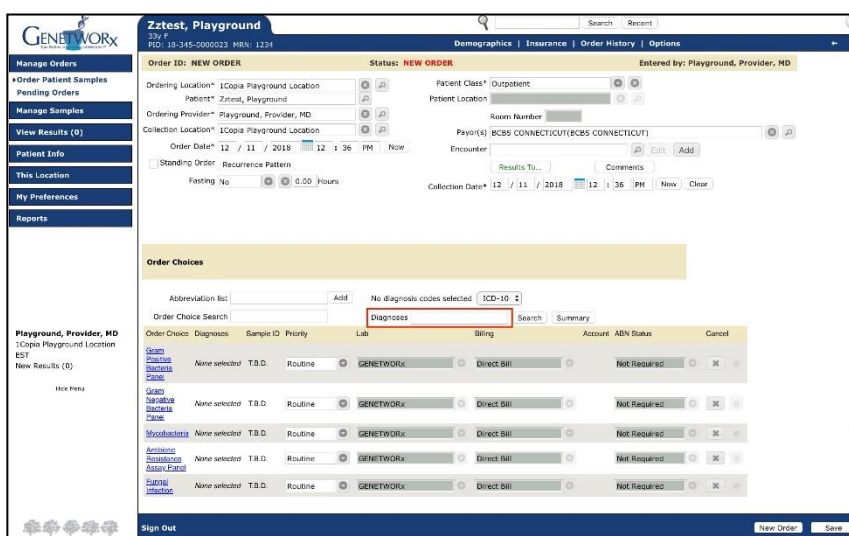
**Selected Items**

Select	Abbreviation	CPT Codes	Name	Collection Information	Host Codes	Count	Remove
<input checked="" type="checkbox"/>	Wound - Bacterial/Fungal (Swab)		Wound - Bacterial/Fungal (Swab) (profile)	Collection Information		1	

Add Selected Items Advanced Search Cancel

Enter in the Diagnosis codes.

- The system searches by code or by verbiage.



**Ztest, Playground**

Order ID: NEW ORDER Status: NEW ORDER Entered by: Playground, Provider, MD

Ordering Location: 1Copia Playground Location Patient: Ztest, Playground  
Ordering Provider: Playground, Provider, MD  
Collection Location: 1Copia Playground Location  
Order Date: 12 / 11 / 2018 12 : 36 PM Now  
Fasting: No 0.00 hours  
Payor(s): BCBS CONNECTICUT (BCBS CONNECTICUT)  
Collection Date: 12 / 11 / 2018 12 : 36 PM Now Close

**Order Choices**

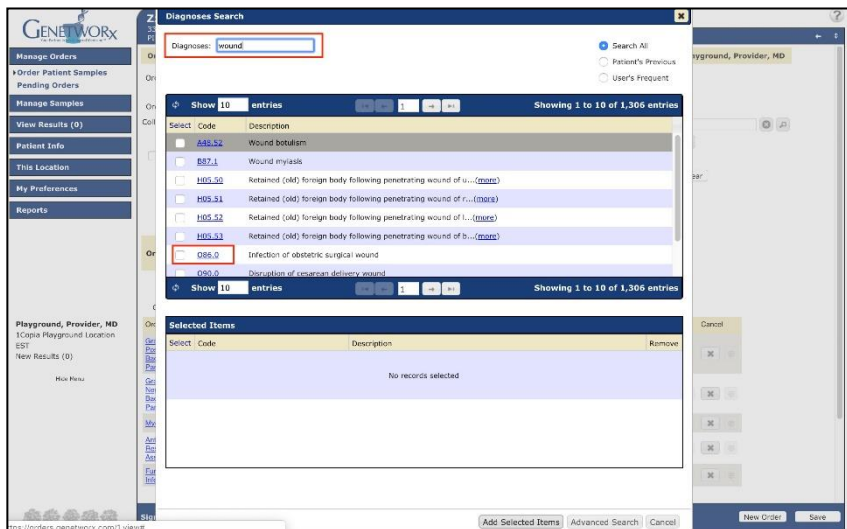
Abbreviation list:  Add No diagnosis codes selected (CD-10)

Order Choice Search Diagnoses Search Summary

Order Choice	Diagnoses	Sample ID	Priority	Lab	Billing	Account	ADN Status	Cancel
Gram Positive Bacteria Panel	None selected	T.B.D.	Routine	GENETWORX	Direct Bill		Not Required	
Gram Negative Bacteria Panel	None selected	T.B.D.	Routine	GENETWORX	Direct Bill		Not Required	
Mycobacteria	None selected	T.B.D.	Routine	GENETWORX	Direct Bill		Not Required	
Antibiotic Susceptibility Assay (Panel)	None selected	T.B.D.	Routine	GENETWORX	Direct Bill		Not Required	
Fungal Culture	None selected	T.B.D.	Routine	GENETWORX	Direct Bill		Not Required	

Sign Out New Order Save

Similarly, to the order choice search screen  
Click on the correct diagnosis code.



**Diagnoses Search**

Diagnoses:

☒ Search All  
☐ Patient's Previous  
☐ User's Frequent

Show 10 entries Showing 1 to 10 of 1,306 entries

Select	Code	Description
<input type="checkbox"/>	A48.52	Wound botulism
<input type="checkbox"/>	B87.1	Wound myiasis
<input type="checkbox"/>	H05.50	Retained (old) foreign body following penetrating wound of u... <a href="#">(more)</a>
<input type="checkbox"/>	H05.51	Retained (old) foreign body following penetrating wound of r... <a href="#">(more)</a>
<input type="checkbox"/>	H05.52	Retained (old) foreign body following penetrating wound of l... <a href="#">(more)</a>
<input type="checkbox"/>	H05.53	Retained (old) foreign body following penetrating wound of b... <a href="#">(more)</a>
<input checked="" type="checkbox"/>	O86.0	Infection of obstetric surgical wound
<input type="checkbox"/>	O90.0	Disruption of cesarean delivery wound

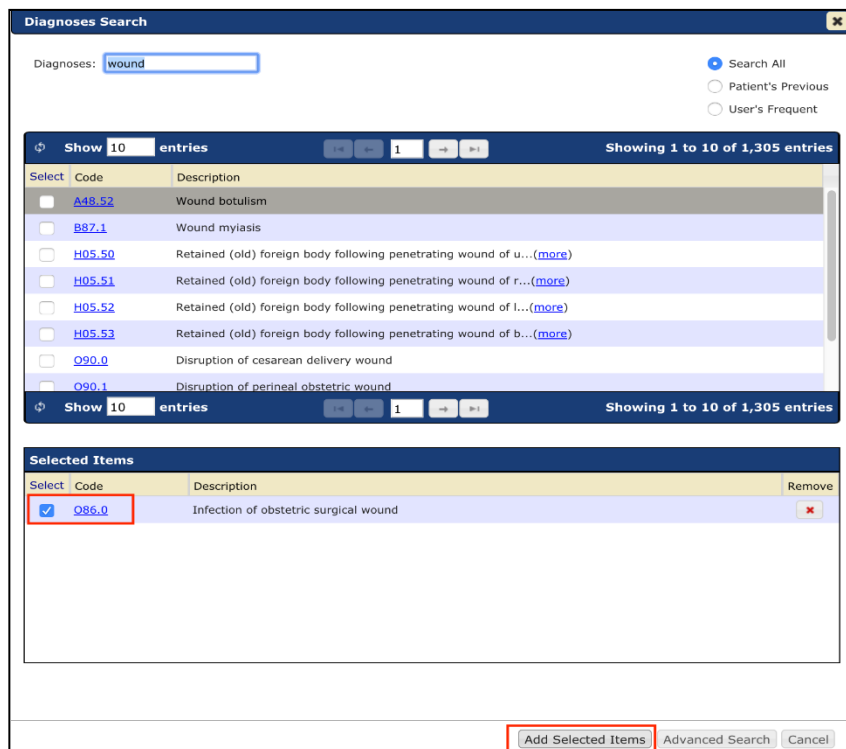
Show 10 entries Showing 1 to 10 of 1,306 entries

**Selected Items**

Select	Code	Description	Remove
No records selected			

[Add Selected Items](#) [Advanced Search](#) [Cancel](#)

Continue to enter and select all diagnosis codes for the order.  
 Selected codes will appear on the bottom half of the screen.  
 You can remove any diagnosis codes by clicking the red X on the right of the code.  
 Click “Add Selected Items” upon completion.



**Diagnoses Search**

Diagnoses:

☒ Search All  
☐ Patient's Previous  
☐ User's Frequent

Show 10 entries Showing 1 to 10 of 1,305 entries

Select	Code	Description
<input type="checkbox"/>	A48.52	Wound botulism
<input type="checkbox"/>	B87.1	Wound myiasis
<input type="checkbox"/>	H05.50	Retained (old) foreign body following penetrating wound of u... <a href="#">(more)</a>
<input type="checkbox"/>	H05.51	Retained (old) foreign body following penetrating wound of r... <a href="#">(more)</a>
<input type="checkbox"/>	H05.52	Retained (old) foreign body following penetrating wound of l... <a href="#">(more)</a>
<input type="checkbox"/>	H05.53	Retained (old) foreign body following penetrating wound of b... <a href="#">(more)</a>
<input type="checkbox"/>	O90.0	Disruption of cesarean delivery wound
<input type="checkbox"/>	O90.1	Disruption of perineal obstetric wound

Show 10 entries Showing 1 to 10 of 1,305 entries

**Selected Items**

Select	Code	Description	Remove
<input checked="" type="checkbox"/>	O86.0	Infection of obstetric surgical wound	<input type="button" value="X"/>

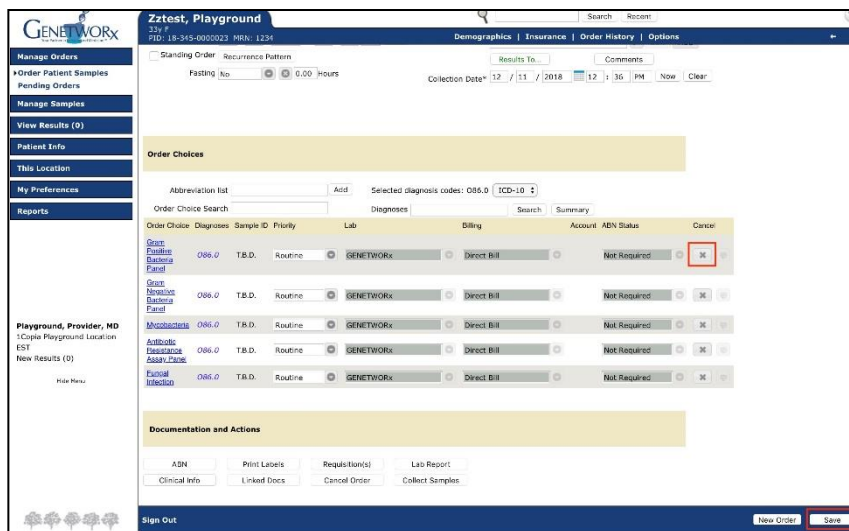
[Add Selected Items](#) [Advanced Search](#) [Cancel](#)

Back on the order entry screen:

In the event the need to remove any order choices arises, simply click the X to the right of the test.

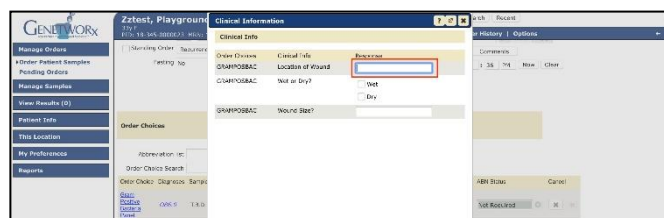
Review the order for accuracy.

Click “Save” when complete.

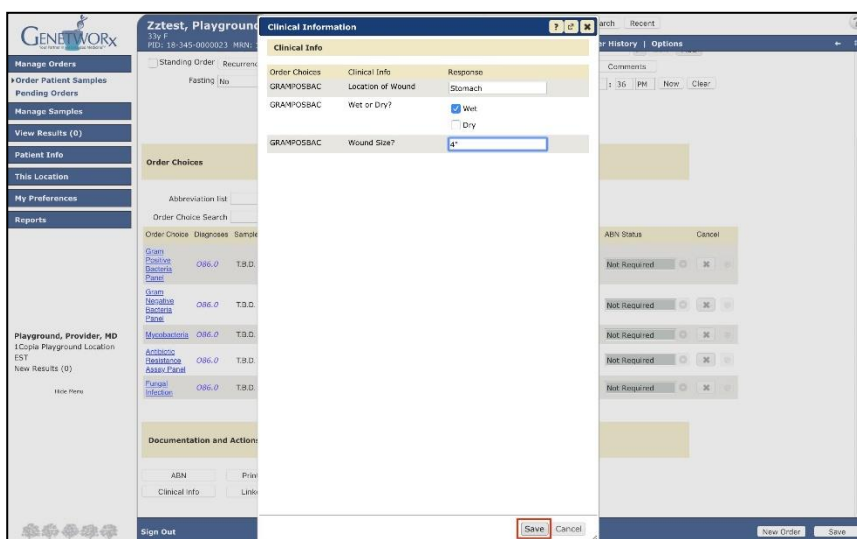


If clinical information is required on the order a pop-up will appear.

Enter any necessary information.



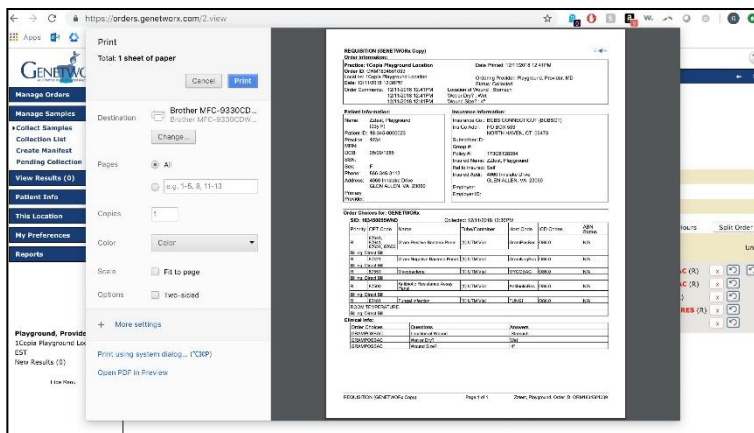
Click “Save”.





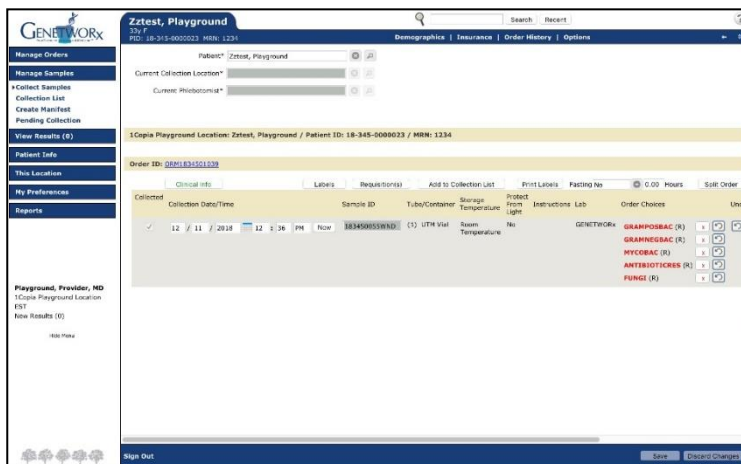
The print requisition screen will appear.

Print the requisition and include with the samples upon shipment.



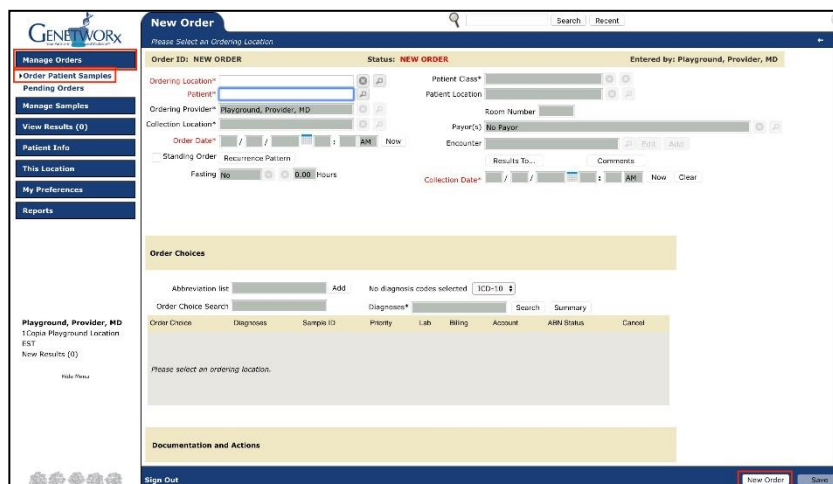
The screenshot shows the GENETWORX print requisition screen. The 'Print' dialog box is open, showing options for destination (Brother MFC-9330CD), pages (All), copies (1), color (Color), and scale (Fit to page). The background displays a detailed requisition form for a patient named 'Zlatos, Playground' with various test results and a table of order choices.

The order is now complete.



The screenshot shows the GENETWORX 'Zlatos, Playground' patient page. The page displays patient information, current collection location, and a table of order choices. The table has columns for Collection Date/Time, Sample ID, Tube/Container, Storage Temperature, and Order Choices. The 'Order Choices' column lists various tests like GRAMPOBAC, MYCOBAC, and ANTIBIOTICRES.

To enter in a new order: Click Manage Orders > Order Patient Samples  
Click "New Order" to start a new patient



The screenshot shows the GENETWORX 'New Order' screen. The page displays a form for entering a new order, including fields for Patient, Ordering Provider, Collection Location, Order Date, and Order Choices. The 'Order Choices' section includes a table with columns for Order Choice, Diagnoses, Sample ID, Priority, Lab, Billing, Account, and ARN Status.